

## Message Text

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PAGE 01 DAMASC 02720 120901Z  
ACTION NEA-11

INFO OCT-01 ISO-00 ONY-00 SSO-00 /012 W  
-----079735 120904Z /20

O 120754Z MAY 78  
FM AMEMBASSY DAMASCUS  
TO SECSTATE WASHDC IMMEDIATE 7981

UNCLAS DAMASCUS 2720

E.O. 11652: NA  
TAGS: OGEN  
SUBJ: FY 1980 GOALS/OBJECTIVES AND RESOURCE MANAGEMENT (GORM)  
PROCESS

REF: STATE 116988

1. EMBASSY REGRETS DELAY IN SUBMITTING RESPONSE WHICH WE  
EXPECT TO POUCH SOONEST.

2. ESSENTIAL DATA FOR NEA USE IS AS FOLLOWS FOR PACKAGE I.

3. TO MEET TEN PERCENT REDUCTION EMBASSY RECOMMENDS SUB-  
TRACTION OF FOLLOWING POSITIONS (CURRENT LEVEL IS SHOWN  
IN PARENTHESIS)

POSITION NO.	CLASSIFICATION	TITLE
1) 55-027-2412	RU-8	SUPPORT COMMUNICATIONS OFFICER
2) 55-024-2472	RU-8	TELECOMMUNICATION OFFICER
3) DA-5-13	FSL-4	ACCOUNTING CLERK
4) DA-5-34	FSL-5	GENERAL MAINTENANCE
5) DA-2-6	FSL-6	E/C RECEPTIONIST/CLERK
6) DA-5-18	FSL-6	MAIL CLERK
7) DA-5-33	FSL-6	ELECTRICIAN
8) 57-017-2510	FO-04	SECURITY OFFICER

FUNCTION AMERICAN OFFICER AMERICAN STAFF FSL  
EXEC 2 (2) 2 (2) 1 (1)

UNCLASSIFIED

UNCLASSIFIED

PAGE 02 DAMASC 02720 120901Z

POL	3 (3)	2 (2)	3 (3)
E/C	2 (2)	1 (1)	2 (3)
CONS	1 (1)	- (-)	4 (4)
ADMIN	12 (15)	1 (1)	33 (37)
TOTAL	20 (23)	6 (6)	43 (48)

4. FIRST FOUR POSITIONS LISTED ABOVE ARE EMBASSY

RECOMMENDATIONS FOR SUBTRACTION UNDER PACKAGE II.

5. JUSTIFICATION IN BRIEF: LOSS OF ONE SUPPORT VOMMUNICATIONS OFFICER WOULDS REQUIRE SOME REDUCTION IN C&R WORKING HOURS ACCOMPANIED BY SOME ADDITIONAL SCHEDULED OVERTIME FOR REMAINING THREE C&R PERSONNEL MISSION COULD CONTINUE, HOWEVER, TO MAINTAIN ESSENTIAL COMMUNICATIONS ACTIVITIES.

6. SUBTRACTION OF ONE TELECOMMUNICATION OFFICER WOULD ENTAIL SOME REDUCTION IN THAT OFFICE'S ACTIVITIES.

7. REDUCTION OF ACCOUNTING CLERK WOULD PILE ADDITIONAL ROUTINE WORK INTO REMAINING THREE B&F LOCAL EMPLOYEES BUT ALL ESSENTIAL FUNCTIONS COULD BE PERFORMED. LOSS OF ONE GENERAL MAINTENACEE LOCAL EMPOLYEE AND ONE LOCAL ELECTRICIAN WOULD REDUCE MISSION'S MAINTENANCE CAPABILITIES AND INCREASE PRESSURE FROM AID TO WITHDRAW FROM JOINT ADMINISTRATIVE ORGANIZATION AND FORM ITS OWN ADMINISTRATIVE UNIT. WOULD TRY TO TAKE UP SOME OF THE SLACK BY CONTRACTING OUT CERTAIN ELECTRICLA MAINTENANCE FUNCTIONS BUT BELIEVE SOME HOPEFULLY MINIMAL ADDITIONAL LAG-TIME IN PROVIDING MAINTENANCE SERVICES TO MISSION PERSONNEL WOULD BE INEVITABLE. REDUCTION OF ECONOMIC/ COMMERCIAL SECTION RECEPTIONIST/CLERK WOULD CUT INTO SERVICES WHICH COMMERCIAL SECTION OFFERS VISITING US BUSINESSMEN (SCHEDULING APPOINTMENTS WITH POTENTIAL UNCLASSIFIED

UNCLASSIFIED

PAGE 03 DAMASC 02720 120901Z

PURCHASERS, PROVIDING BROCHURES, INFORMATION) AND THROW MORE ROUTINE RESOPNSIBILITIES ON TO REMAINING OFFICERS AND STAFF. ESSENTIAL FUNCTIONS COULD BE MAINTAINED, HOWEVER, REDUCTION OF MAIL CLERK WOULD REQUIRE ADDITIONAL OVERTIME FOR MAILROOM SUPERVISOR AND SOME DELAYS IN MAIL SOURTING AND DISTRIBUTION.

8. REDUCTION OF SECURITY OFFICER WOULD THROW ADDITIONAL SECURITY SUPERVISION RESPONSIBILITIES ONTO ADMINISTRATIVE OFFICER, REDUCE AMOUNT OF DIRECT SUPERVISION PROVIDED OVER LOCAL SECRUITY GUARDS AND MARINE GUARD DETACHMENT AND DIMINISH POST'S ABILITY TO RESPOND TO SPECIAL SECURITY SITUATIONS. OVER PAST THREE YEARS, HOWEVER, PHYSICLA SECURITY OF POST HAS BEEN IMPORVED SIGNIFICANTLY AND WE COULD GET BY WITH TDY SECURITY OFFICER COVERAGE IF WE HAVE TO. SECURITY/ADMINISTRATIVE SECRETARY COULD HANDLE INVESTIGATION PAPERWORK AND ROUTINE REPORTS.

9. THE EIGH-PERSON REDUCTION NECESSARY TO REACH 90 PERCENT OF EMBASSY DAMASCUS' CURRENT LEVEL WOULD IMPACT PRIMARILY ON EMBASSY'S ADMINISTRATIVE SUPPORT STRUCTURE WITH ECONOMIC/COMMERCIAL ACTIVITIES ALSO

BEING AFFECTED. EXCEPT FOR DIFICIENCIES AND INCONVENIENCES  
RESULTANT FROM REDUCED ADMINISTRATIVE SUPPORT, EMBASSY  
SHOULD BE ABLE TO EFFECTIVELY PURSUE AGREED GOALS AND  
OBJECTIVES AND CARRY OUT ALL ESSENTIAL ACTIVITIES  
IN SYRIA.

10. EMBASSY WILL ALSO BE SUBMITTING PACKAGE IV RECOMMENDING  
ADDITION OF US PERSONNEL OFFICER AT 05 LEVEL (DAS),  
AN FSL-5 PROPERTY CLERK AND FSL-6 GENERAL MAINTENANCE MAN  
IN GSO AND AN FSL-8 RECEPTIONIST IN THE CONSULAR SECTION.  
EMBASSY WILL ALSO PROPOSE PART-TIME POSITION FOR QUALIFIED  
US DEPENDENT AS C&R REPRODUCTION AND DISTRIBUTION CLERK.  
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